



# REQUEST FOR **CFSTES** COURSE Scheduling

## STATE FIRE TRAINING

**PO BOX 944246 \* SACRAMENTO, CA 94244-2460**  
**Phone # (916) 445-8132 \* Facsimile #(916) 445-8128**  
**(Internet) [www.fire.ca.gov](http://www.fire.ca.gov)**

***REQUEST MUST BE RECEIVED SIX WEEKS PRIOR TO BEGINNING DATE OF CLASS***

|  |  |                              |            |
|--|--|------------------------------|------------|
| TODAY'S DATE:  |  | COURSE TITLE:                |            |
| BEGINNING CLASS DATE:  |  | ENDING CLASS DATE:           |            |
| CLASS LOCATION (City):   |  | TRAINING FACILITY:           |            |
| SPONSORING AGENCY NAME:  |  | AGENCY CONTACT FULL NAME:    |            |
| ADVERTISE IN CLASS SCHEDULE? <input type="checkbox"/> YES <input type="checkbox"/> NO  |  | AGENCY CONTACT PHONE NUMBER: |            |
| PRIMARY INSTRUCTOR:  |  | ASSISTANT INSTRUCTOR(S):     |            |
| DELIVERED ON SHIFT SCHEDULE? <input type="checkbox"/> YES <input type="checkbox"/> NO  |  | TOTAL NUMBER OF STUDENTS:    | PER SHIFT: |
| LOCAL PROCESSING: <input type="checkbox"/> YES <input type="checkbox"/> NO<br>(Accredited Regional/Local Academies only) ID# |  |                              |            |

| <b><i>SHIPPING INFORMATION:</i></b> | <b><i>BILLING INFORMATION:</i></b> |
|-------------------------------------|------------------------------------|
| SHIP TO:                            | BILL TO:                           |
| ATTN:                               | ATTN:                              |
| STREET ADDRESS: (NO PO BOX)         | STREET ADDRESS:                    |
| CITY/STATE/ZIP CODE:                | CITY/STATE/ZIP CODE:               |

***▷FOR OFFICE USE ONLY◁***

| <b>Registration/Manuals</b>                      | <b>QTY<br/>ITEMS</b> | <b>UNIT<br/>PRICE</b> | <b>TOTAL<br/>PRICE</b> | <b>CODES<br/>(INDEX 5921)</b> | <b>QTY<br/>SHIPPED</b> | <b>QTY<br/>RETURNED</b> | <b>QTY<br/>BILLED</b> | <b>FINAL<br/>AMOUNT</b> |
|--|----------------------|-----------------------|------------------------|-------------------------------|------------------------|-------------------------|-----------------------|-------------------------|
| Total number of students                         | #                    | \$50.00               | \$                     | 59210-142500-20               | #                      | #                       | #                     | \$                      |
| Registration fee only:                           |                      |                       |                        |                               |                        |                         |                       |                         |
| Level 1 Student Manuals <input type="checkbox"/> | #                    | \$20.00               | \$                     | 59210-141200-__               | #                      | #                       | #                     | \$                      |
| Level 2 Student Manuals <input type="checkbox"/> |                      | \$15.00               |                        |                               |                        |                         |                       |                         |
| County materials shipped to                      |                      | Tax rate %            | \$                     | SALES TAX                     |                        |                         |                       | \$                      |
| HANDLING CHARGE                                  |                      | \$ 5.00               | \$ 5.00                | 59210-141200-03               |                        |                         |                       | \$                      |
| TOTAL AMOUNT DUE:                                |                      | \$                    |                        | Final Amount Due              |                        | \$                      |                       |                         |

|                 |        |           |        |   |   |
|-----------------|--------|-----------|--------|---|---|
| DATE SHIPPED:   |        | SHIP VIA: |        | <input type="checkbox"/> UPS <input type="checkbox"/> USPS <input type="checkbox"/> PICK-UP |   |
| BOX             | WEIGHT | BOX       | WEIGHT | TOTAL EXAM BOOKLETS:  | REVISION DATE:  |
| 1               |        | 4         |        | SERIAL NUMBERS:   |   |
| 2               |        | 5         |        | CLASS CODE:   | PRIM INSTRUCTOR CODE:   |
| 3               |        | 6         |        | INVOICE NUMBER:   | MRT #   |
| DATE RECV'D SM: |        |           |        | DATE  | <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED |

DATE RECV'D REG:

By submitting this request, instructors and sponsoring agencies agree to comply with all published State Fire Training policies and procedures of the California State Fire Marshal's Office.

RequestforCFSTEScoursescheduling.doc 10/1/99

### **INSTRUCTIONS:**

- All Requests must be received 8 weeks prior to begin date of class. Late classes may be denied.
- Complete form except shaded areas. (All boxes must be completed).
- Shipping and Billing address is required. If billing address is the same as shipping, you may write "Same".
- List number of students and multiply total number of students by \$50.00 to get total price. (Example: 20 students x \$50.00 = \$1,000.00)
- When ordering Student Manuals, always check appropriate box for level 1 or level 2. Student Manual fees are \$20.00 and \$15.00 which include shipping charges.
- All classes will be assessed a \$5.00 handling charge.
- Write County name and tax rate (%) of where materials will be shipped.
- Requester must calculate all math.

### **RETURNING CLASS**

- Return all class materials via UPS to:  
**CDF/STATE FIRE TRAINING  
1131 'S' STREET  
SACRAMENTO, CA 95814**
- Return scantrons, class roster, exams, instructor checklist and student manuals if applicable.
- Copy of invoice must be attached.

### **PAYMENT**

- Do not send payment before you receive invoice.
- Send check and copy of invoice to:  
**CDF/ACCOUNTING  
ATTN: CASHIER  
PO BOX 944246  
SACRAMENTO, CA 94244-2460**

### **MRT PROCESS – (CDF ENTITY ONLY)**

- Requester must complete MRT as follows:
  - ⇒ Assign Document number
  - ⇒ Unit's Calstar coding and (C) for Charge
  - ⇒ OSFM Calstar coding is: {FY-5921-337.01-59210-\$ } and (A) for Abatement
  - ⇒ Use object code 337.01 ONLY for the total amount of the MRT
  - ⇒ Do not pay sales tax for student manuals on MRT only
  - ⇒ Do not send MRT copies to CDF/Accounting Headquarters
  - ⇒ The MRT must be signed, dated and approved by an authorized individual
  - ⇒ Send original MRT with course request form to CDF/State Fire Training

### **INFORMATION**

|                           |   |   |                |
|---------------------------|---|---|----------------|
| Course Approval           | - | - | (916) 445-8132 |
| Shipped/Cancelled Classes | - | - | (916) 445-8158 |
| Payment/Invoice/MRT       | - | - | (916) 324-0233 |